

Wisconsin Department of Health and Family Services

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Office of Caregiver Quality

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Guidelines for Nurse Aide Training Program Approval

I. Program

1. The Application for Approval of a Nurse Aide Training Program (NATP) is to be completed and submitted to the Office of Caregiver Quality (OCQ), Department of Health and Family Services.
2. All prerequisite materials outlined in this Training Program Packet must be submitted to the OCQ, Department of Health and Family Services, prior to the initial on-site evaluation of an NATP.
3. The training of nurse aide students must be performed by or under the general supervision of a registered nurse who possesses a minimum of two years of nursing experience, at least one year of which must be in the provision of services at a long-term care facility.
 - a. It is required that all potential instructors for classroom and clinical training be preapproved by OCQ.
 - b. Resumes and a copy of current nursing licenses must be submitted for review. It is requested that the information contain inclusive dates of work and educational experience. It should be noted whether work experiences were full-time or part-time. If part-time, list the number of hours worked per week and the total number of weeks worked. An Instructor Resume Fact Sheet is provided within this packet for the use of potential instructors.
 - c. A licensed practical nurse (LPN) or licensed vocational nurse (LVN) under the supervision of the primary instructor may provide skills training instruction and supervision if he or she has one (1) year of experience in caring for the elderly and/or the chronically ill of any age.
 - d. Resource personnel from health-related fields with a minimum of one (1) year of current experience in caring for the elderly or the chronically ill of any age may be utilized upon approval from OCQ.
4. Upon approval of an NATP, OCQ must be informed of substantive changes made to the program. Substantial change means any change in the:
 - a. program designee
 - b. Primary instructor

- c. curriculum
- d. program site

5. The coordinator or primary instructor and the nursing facility with which he or she has contracted are responsible for verifying that clinical facilities used in the training of nurse aide students are in good standing with OCQ. This verification must be documented in the NATP's files and must be available during the evaluation process. This is to ensure that the status of the facility is current and that the facility is in compliance with the mandates of appropriate regulatory agencies.
 - a. The clinical contract must be renewed annually and/or upon any change of facility or school administration and submitted to OCQ. Information pertaining to the development of the Clinical Contractual Guidelines/Suggestions is included in this packet.
6. The specific focus of the evaluation process as it relates to the curriculum is the integration of a teaching format that emphasizes both teaching and evaluation of basic skills. These basic theory topics and skills are the minimal requirements mandated by federal regulations and are listed in the Federal Registry, September 26, 1991, Section 483.152.
7. Program policies are to be developed and submitted with the prerequisite items prior to an on-site evaluation. Additions and/or changes should be submitted to OCQ, as applicable. Suggested policies are policies for attendance, grading, uniforms, confidentiality, etc.
8. Lab equipment must be in the skills lab at all times for demonstration, practice, and return student demonstration.
9. Competency with respect to all clinical lab skills is to be verified by the instructor prior to the beginning of the clinical rotation, and a record should be placed in the student's file.
10. Students should be oriented to the various forms used to document resident information during classroom and lab instruction prior to clinical experiences. Documentation on the appropriate flow sheets/forms must be completed with instructor supervision during the clinical rotation.
11. The area designated as the classroom/lab in a facility-based program must be an area that is not designated for resident care.
12. The size of the classroom/lab is not specified; however, the classroom/lab will be evaluated for adequacy based on the number of students enrolled and how the space is utilized.
13. Student records must be maintained on file for a minimum of three years. The records must include a record of attendance for each trainee, the trainee's name and Social Security Number, the dates and hours of attendance, quiz and test scores, course evaluations, and other relevant documentation.

14. The program must provide all students, upon successful completion, with a certificate of completion certifying the student's successful completion of the program.
15. Wisconsin requires that a certified NATP consist of a minimum of seventy-five (75) hours. This is to include fifty-nine (59) hours of classroom instruction and skills practicum and minimum of sixteen (16) hours of clinical experience in an appropriate clinical setting.
16. A program that does not meet the requirements for certification after the second submission of materials to assess the implementation of the program will not be certified and cannot reapply to OCQ for a period of one (1) year.
17. A program must utilize an application that informs the trainees of the policies of the program and must provide notification to trainees sponsored by Medicaid-certified nursing facilities that they are not responsible for any costs associated with training, including deposits for textbooks and/or supplies used.
18. Students may be employed after sixteen (16) hours of classroom training if the following topics have been covered in class:
 - a. Communication and interpersonal skills
 - b. Infection control
 - c. Safety/emergency procedures, including the Heimlich maneuver
 - d. Promoting resident independence
 - e. Respecting resident rights
19. The program must provide the employer with verification that the program has provided the above instruction.

II. Instructor

1. The instructor/student ratio may not be greater than 1:8 in the clinical area.
2. Instructors must not be involved in more than one role while supervising students in the clinical area.
3. Clinical assignments are to be made by the primary instructor with the approval of the facility staff. A review of the residents' charts to retrieve pertinent information needed by the students in providing care is to be completed also. It is suggested that a worksheet be developed that contains information to be given to the students. Care plan information is to be reviewed at the beginning of each experience and should include new orders or changes in resident status.
4. Student assignments should be posted on the appropriate unit 24 hours in advance of the arrival of the students and should include the name of the school, the names of the students, and the names and room numbers of the residents. During at least one clinical experience it is recommended that students care for a minimum of two and not more than four residents

during a specified clinical day. Students should be given individual assignments. More than one student should not be assigned to the same resident at the same time. Clinical assignments should provide the following:

- a. Care of residents with varied levels of care needs
 - b. The opportunity to be evaluated on organizational skills and time management
5. The primary instructor is responsible for the supervision of the clinical performance of all LPN instructors.

III. Clinical

1. Students may not give care to unassigned residents. Students are not to be assigned to or supervised by facility aides at any time during their clinical rotation. All clinical instruction must be with instructor supervision.
2. At all times students must maintain safe practice and infection control and respect resident rights.
3. Students must demonstrate knowledge regarding the assigned residents' diagnoses and identified needs.
4. Students and instructors must wear the appropriate uniform for the performance of resident care and must be in compliance with school policy. The uniform must include a name tag that designates the name of the NATP and the individual's status (i.e., student or instructor).
5. The scheduled clinical hours must provide experiences that meet expected outcomes outlined in the Wisconsin Administrative Code HFS 129.
6. It is suggested that the length of the clinical day not exceed eight (8) hours.
7. It is the responsibility of the instructor to inform the facility administrator/director of nurses of the date of the evaluation and the arrival of the DHHS evaluator(s) both to perform the evaluation and to obtain clinical assignment/resident information.
8. OCQ evaluators request approximately 10 to 15 minutes during the preclinical conference to inform students of their role in the evaluation process.
9. Observations of student performances will include, but will not be limited to, the expected outcomes of the curriculum.

SCOPE OF SERVICE

I. Objective of Nurse Aide Training Program

To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing or nursing-related services to residents in a skilled nursing facility (SNF) or nursing facility (NF) and who are not licensed health professionals or volunteers who provide services without monetary compensation.

II. Staffing

1. Program coordinator/primary instructor:

The training of nurse aides is required to be performed by or under the general supervision of an RN who has a minimum of two (2) years of nursing experience, at least one (1) year of which must be in the provision of long-term care services.

2. Other instructors:

a. Qualified resource personnel from health-related fields with a minimum of one (1) year of current experience in caring for the elderly or chronically ill of any age.

b. Instructors who are licensed, registered, or certified in their field, where applicable.

c. An LPN or LVN under the supervision of the primary instructor may provide skills training instruction and supervision if he or she has one (1) year of experience in caring for the elderly/or the chronically ill of any age. A LPN or LVN may not date and initial the skills checklist.

3. The ratio of instructors to students in a clinical setting should be 1:8.

III. Administration

1. The program records must include a record for attendance (dates and hours) for each trainee, the trainee's name and Social Security number.

2. The program must provide all students, upon successful completion, with a certificate of completion and/or transcript certifying the student's successful completion of the program.

3. A program must utilize an application that informs the trainees of the policies of the program and must provide notification to trainees sponsored by Medicaid-certified nursing facilities that they are not responsible for any costs associated with the training, including deposits for textbooks and/or supplies used.

IV. Physical Facilities

1. The classroom and skills training facilities will provide adequate temperature controls, clean and safe conditions, adequate space to accommodate students, adequate lighting, and all equipment needed, including audiovisual equipment and any equipment needed for simulating resident care. Refer to items 13 and 14 in the *Program* section I of the Guidelines for Nurse Aide Training Program Approval.
2. Facilities utilized for clinical instruction must be in good standing with the State Bureau of Quality Assurance. Refer to item 5 in the *Program* section I of the Guidelines for Nurse Aide Training Program Approval
 - a. The clinical contract must be renewed annually and/or upon any change of facility or school administration and submitted to OCQ. Information pertaining to the development of the Clinical Contractual Guidelines/Suggestions is included in this packet.

V. Application Process

1. The individual agency, through written correspondences to OCQ, expresses interest in becoming an approved NATP.
2. This Training Program Packet is provided to the applicant, which includes the following:
 - a. Guidelines for Nurse Aide Training Program Approval
 - b. Scope of Service
 - c. Application for Approval of a Nurse Aide Training Program
 - d. Instructor Resume Fact Sheet
 - e. Class/Lab Equipment Supply List
 - f. Clinical Contractual Guidelines/Suggestions
3. The applicant returns the prerequisite items and application form to OCQ for review.
4. The material is reviewed and the following determinations are made:
 - a. The completeness of the information received is determined and a notice of preliminary approval is mailed to the director/coordinator or owner of the program.
 - b. If the material is deemed incomplete, then additional information is requested.
 - c. When prerequisites are met, an on-site evaluation is scheduled during the clinical portion of a class.
5. The evaluation schedule is as follows:
 - a. Initial (on-site prior to approval)
 - b. Within 6 months of approval

- c. Every two (2) years thereafter
- d. As deemed necessary by the DHHS

OCQ reserves the right to conduct unannounced evaluations of its certified NATPs. The State Operations Manual 02-92 states that the approval of an NATP may be withdrawn if the program refuses to permit unannounced state visits.

VI. Prerequisites for Nurse Aide Training Program Approval

The following items are to be completed and returned to OCQ prior to the scheduling of an on-site evaluation.

1. Application for Approval of a Nurse Aide Training Program.
2. Resumés for primary and clinical instructors, copies of a current license for each instructor, and a completed Instructor Resume Fact Sheet for each instructor.
3. Contracts between the teaching site and the long-term care facility being utilized for clinical instruction.
4. Program policies regarding attendance, grading, uniforms, confidentiality, etc.